



Disciplinary Report Form

Employee name: Brandi Balilel	Hire Date: 12/03/2014	Job title: Recruiter
Department: CMG Office	Shift: 1st	Supervisor: Paula Tarango

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other

Employee was late on a consistent basis.
Employee did not meet productivity numbers on a weekly basis.
Employee Displayed negative behavior

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Please see form attached. (This was shown to employee)

Completed by: Paula Tarango **Date:** 4/09/2015

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
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Consequence if incident occurs again:

Human Resources Signature(s): **Date:**

Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** _____ **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____

Employee refused to sign form

Disciplinary Report Form continued

Incident description (continued):

Disciplinary report for Brandi Baliel

Completed on: 04/09/2015

Below are some examples of the issues that were discussed with employee:

- Low Productivity – Employee failed to meet the minimum requirements on a weekly basis
- Negative attitude – Employee displayed a very negative attitude that affected the team and office environment, productivity and work performance. Employee was very disrespectful, rude and made numerous negative comments towards clients, coworkers and management.
- Low number of phone calls – Phone log that was pulled on 04/09/2015 reflected a total of 23 minutes in 22 days.
- Tardiness – Employee was late every day from 04/16/2015 to 04/20/2015 and on a regular basis after that, Brandi did not notify her supervisor of these occurrences
- Excessive smoking breaks and personal phone calls, she stepped out of the office more than 10 times throughout the day every day.
- When employee was coached on all of the above mentioned, she started cursing, slamming the phone, being offensive to manager, behaving inappropriately and did not accept any responsibility for any of the issues that were discussed.

